## **ENCOMPASS**

**Workshop: Accounts Receivable** 

Exclusively for use by the State of Indiana Issue Date: 01/09/2008

# **Exercise 1:** Accounts Receivable – Unit Activity Inquiry

#### **Start Exercise**

### Step 1.

Navigate to the following menu path:

Accounts Receivable >> Receivables Analysis >> Review Receivables Information >> Unit Activities

Expected Results: Unit Activity page displays.

Unit Activity					
*Unit: From Date:	00050 Q 12/28/2007	Activity Type: To Date:	Entry Type 12/28/2007	¥	Search
Entry Type				Base Amount	

#### ARSC01

### Step 2.

Enter the following information:

 Unit:
 00495

 Activity Type:
 Entry Type

 From Date:
 07/01/07

 To Date:
 10/31/07

**Expected Results: Unit Activity** page displays.



### Step 3.

Click Search

**Expected Results: Unit Activity** page displays.

Unit Activity					
*Unit: From Date:	00495 Q 07/01/2007	Activity Type: To Date:	Entry Type 10/31/2007	•	Search
Beginning:	1,262,7	37.090 USD	Ending:	1,019,609.240	USD
Entry Type			Ва	se Amount	
Unit Activity			<u>Find   View Al</u>	First 🗹 1-4 of	11 Last
Accounts Re	eceivable Invoice			35,585.390	USD
Billing Invoid	ce			11,000.000	USD
CREDIT ME	MO			-187,885.590	USD
INVOICING	FOR ADMINISTRAT	ION		647,854.630	USD
			Range Total:	-243,127.850	USD

#### ARSC03

Exercise complete.

### **Exercise 2: Unit Cash**

Navigation

Accounts Receivable >> Receivables Analysis >> Review Receivables Information >> Unit Cash

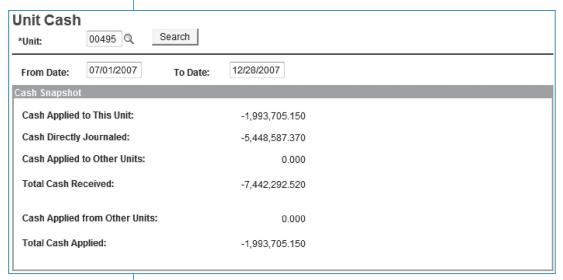
### **Unit Cash Inquiry Detailed Information**

Unit: 00495 From Date: 07/01/07 To Date: 12/28/07

#### **Additional Instructions:**

Click Search to find results.

If your screen doesn't reflect the one below, please notify the instructor.  $\parbox{\ensuremath{\mbox{\sc holimsupple}}}$ 



### **Exercise 3: Deposit Accounting Entries**

### **Navigation**

Accounts Receivable >> Payments >> Review Payments >> Deposit Accounting Entries

### **Budgets Overview Detailed Information**

Deposit Unit: 00495
Posting Status: Not Posted

#### **Additional Instructions:**

Click Search to find results.

Click on Deposit ID of 1010.

Click Accounting Entries

If your screens don't reflect the ones below, please notify the instructor.



#### ARSC05



### Exercise 4: Accounts Receivable - ROC Report

#### **Start Exercise**

### Step 1.

Click

Add

Navigate to the following menu path:

Accounts Receivable >> Payments >> Reports >> ROC Report >> Add a New Value

Expected Results: Add a New Value page displays.

ROC Deposit Ticket
Enter any information you have and click Search. Leave fields blank for
Find an Existing Value Add a New Value
Search by: Run Control ID begins with
Case Sensitive
Search Advanced Search
ARSC07
Step 2.
Enter the following information:
Inquiry Name: "Your initials"_ROC_REPORT (e.g. LMS_ROC_REPORT)

**Expected Results: Report Request parameters** page displays.

Run Control ID: LN	IS_ROC_REPORT	Report Manager	Process Monitor	Kull
Report Request Pa	rameters			
Deposit Unit	Q			
*Deposit ID	Q			

### Step 3.

Enter or Select the following information:

Deposit Unit: 00050 Deposit ID: 15088

**Expected Results:** Correct data entry.

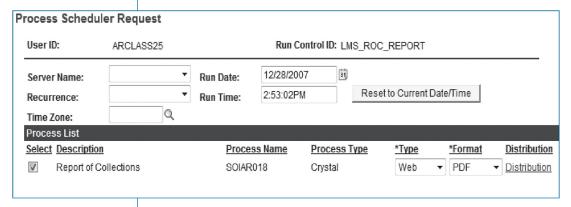
Run Control ID:	LMS_ROC_REPORT	Report Manager	<u>Process Monitor</u>	Run
Report Request	Parameters			
Deposit Uni	t 00495 Q IN D	ept of Environmental Mgmt		
*Deposit	D 15088 Q			

#### ARSC09

### Step 4.

Click Run .

**Expected Results: Process Scheduler Request** page displays.



### Step 5.

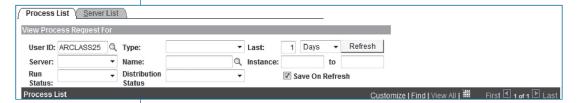


**Expected Results: ROC Report** page displays.

### Step 6.

Click Process Monitor to see process running.

**Expected Results: Process Monitor** page displays.



ARSC11

### Step 7.

When  $Run\ Status$  is Success and  $Distribution\ Status$  is Posted , report can be viewed.

Click Details.

**Expected Results: Process Detail** page displays.

Process Detail							
Process							
Instance:	33480	13		Type:	C	Crystal	
Name:	SOIAR	018		Descrip	tion: F	Report of Collections	3
Run Status:	Succe	ss		Distribu	tion St	tatus: Posted	
Run						Update Process	
Run Control ID	:LMS_F	ROC_REPOR	RT			Hold Reque	est
Location:	Server					Queue Req	
Server:	PSNT					<ul><li>Cancel Red</li><li>Delete Red</li></ul>	-
Recurrence:						Restart Re	
D-4-/Time			_		_	A -4:	
Date/Time						Actions	
Request Crea	ted On:	12/28/2007	2:35:1	3PM IND		<u>Parameters</u>	Transfer
Run Anytime A	After:	12/28/2007	2:34:2	7PM IND		Message Log	
Began Proces	ss At:	12/28/2007	2:36:0	9PM IND		Batch Timings	
Ended Proces	s At:	12/28/2007	2:36:2	1PM IND		View Log/Trace	
OK (	Cancel						

### Step 8.

Click View Log/Trace.

Expected Results: View Log/Trace page displays.

View Log/T	race					
Report						
Report ID:	1762085	Process Instance	3348013		Message Log	
Name:	SOIAR018	Process Type:	Crystal			
Run Status:	Success					
	Report of Collections Distribution Details					
	Node: HTTP	Expiration	Date: 01	1/04/2008		
File List		File Ci	(hut)	Datation a Co		
Name	040 00400401		ze (bytes)	Datetime Cr		NID
	018 3348013.log	0			2:36:21.570000PM II	
SOIAR018 33	348013.PDF	53,626	;	12/28/2007	2:36:21.570000PM II	ND
pssqltrace.trc		506		12/28/2007	2:36:21.570000PM II	ND
Distribute To						
Distribution II	D Type	*Distr	ibution ID			
User		ARCL	ASS25			

### Step 9.

Find the .PDF file. (e.g.  $\,\underline{\text{SOIAR018}\,\,3348013.PDF}\,$  ).

Click on the link and the report will open.

**Expected Results: ROC Report** displays.



Report of Collections/Receipts (Due Treasurer of State) State Form ?????(R/1-08)

State Form ?????(R/1-08)
Approved by State Board of Accounts, 2008

FOR TREASURER USE ONLY

Business Unit:

00495 15088 Business Name:

IN Dept of Environmental Mgmt

Bank ID: AOS

Deposit ID:

Bank Account #: AOS

Sequence	Payment ID	Amount	Pay Method	Enter Date	Description
1	1	186.00	CSH	11/9/2007	Fishing License Revenue
Total:		186.00			

I certify that this report is true and correct to the best of my knowledge and belief.

Prepared By:	Date:

Cash	\$186.00
Checks	
Deposits in Bank	
Wire Transfers	
ACH	
EFT	
Lock Box	
Grand Total:	\$186.00

### 

#### ARSC14

Exercise complete.

### **Exercise 5: Aging Detail by Unit**

### **Navigation**

Accounts Receivable >> Receivables Analysis >> Aging >> Aging Detail by Unit Rpt >> Add a New Value

#### **Add a New Value**

Run Control ID: "Your initials"\_AGING\_DETAIL\_BY\_UNIT

### **Budget Status Detailed Information**

As of Date: "Today's date"

 Unit:
 00050

 SetID:
 STIND

 Aging ID:
 STD

Customer ID: CST100000020 (6 zeros)

#### **Additional Instructions:**

Click Run to run report.

If your screen doesn't reflect the one below, please notify the instructor.

				reopresent ne	CATADAGO		
Report ID: Aging Id: Currency Rate Type:	AR30003 STIND/STD Base Currency			GING DETAIL BY 1 s of 2008-01-04			Page No. 1 Run Date 01/04/2008 Run Time 14:52:01
Item	Line As Of Ent Typ/Rsm	Terms Document Cur	r Amount	FUTURE	CURRENT	31-60	Other
00050		& DANIELS	INDIANAPOLIS	IN			
12345676	0 10/03/2007 INV	AOS USI				390.00	
12345677	0 10/03/2007 INV	NOE USI	260.00			260.00	
	Total BAKER & DANIBLS		650.00			650.00	

#### ARSC15

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### Exercise 6: Accounts Receivable - SOIAR020 Query

#### **Start Exercise**

### Step 1.

Navigate to the following menu path:

Reporting Tools >> Query >> Query Viewer

**Expected Results: Query Viewer** page displays.

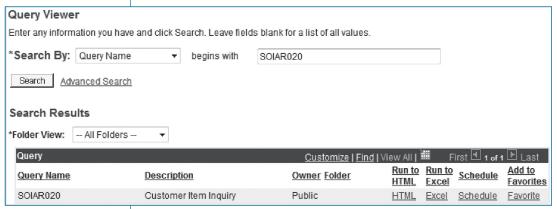
Query Viewer				
Enter any information yo	ou have and click Search. Leave fields blank for a list of all values.			
*Search By: Query Name  ▼ begins with				
Search Advanced Search				
ARSC16	Step 2.			
	•			

Enter the following information:

Query Name: SOIAR020

Click Add

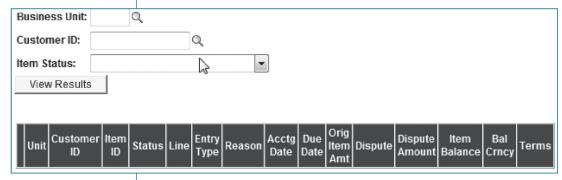
Expected Results: Search Results page displays.



### Step 3.

Click  $\[\underline{\mathsf{Excel}}\]$  to run query to  $\[\mathsf{Microsoft}\]$  Excel.

**Expected Results:** Another window opens and query parameter page displays.



#### ARSC18

#### Step 4.

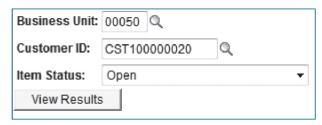
Enter or Select the following information:

Business Unit: 00050

Customer ID: CST100000020 (6 zeros)

Item Status: Open

**Expected Results:** Correct data entry.



ARSC19

### Step 5.

Click View Results

**Expected Results: Query** displays results.

	A	В	С	D	Е	F	G	Н	I I	
-1	Cust	or 2								
2	Unit	Customer ID	Item ID	Status	Line	Entry Type	Reason	Acctg Date	Due Date	Orig Item Amt
3	0005	CST100000020	12345676	0	0	INV		10/3/2007	10/3/2007	
4	0005	CST100000020	12345677	0	0	INV		10/3/2007	10/3/2007	

#### ARSC20

Exercise complete.

### **Exercise 7: SOIAR009 Query**

### **Navigation**

Reporting Tools >> Query >> Query Viewer

### **Query Parameters**

Business Unit: 00495 Customer Status: Active

### **Additional Instructions:**

Click View Results to find results.

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If your screen doesn't reflect the one below, please notify the instructor.

	A	В	С	D	E					
1	Customers by Busi	stomers by Busin Query Result Set too Large Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.								
2	Customer ID	Customer Name	Address 1	Address 2	Address 3					
3	CST100026211	100 NORTH PROPERTIES LLC	21 EAST LINCOLNWAY	SUITE C						
4	CST100028030	10TH & SPRING LLC	1630 FABRICON BOULEVARD							
5	CST100028030	10TH & SPRING LLC	1630 FABRICON BOULEVARD							
6	CST100019481	110 EAST WASHINGTON STREET LLC	433 WEST CARMEL DRIVE							
7	CST100025505	116TH STREET CENTRE II LLC	9011 NORTH MERIDIAN STREET	SUITE 202						
8	CST100013386	12 EAST BUSINESS CENTER LLC	2 CADENCE PARK PLAZA							
9	CST100013386	12 EAST BUSINESS CENTER LLC	2 CADENCE PARK PLAZA							
10	CST100003070	13 CENTER-SYRACUSE	29 EMS T34 D 1 LN							
11	CST100003070	13 CENTER-SYRACUSE	29 EMS T34 D 1 LN							
12	CST100026016	1402 ASSOCIATES LLC	902 NORTH CAPITOL AVENUE							
13	CST100026016	1402 ASSOCIATES LLC	902 NORTH CAPITOL AVENUE							
14	CST100026308	146TH STREET DEVELOPMENT LLP	3755 EAST 82ND STREET	SUITE 270						
15	CST100003071	1ST BAPTIST CHURCH OF DEMOTTE	PO BOX 523							
16	CST100003071	1ST BAPTIST CHURCH OF DEMOTTE	PO BOX 523							
17	CST100012298	1ST FINANCIAL GROUP LLC	PO BOX 302							
18	CST100003072	20TH CENTURY RESTAURANT	PO BOX 375							
19	CST100003072	20TH CENTURY RESTAURANT	PO BOX 375							
20	CST100003073	20TH CENTURY TRUCK STOP	72025 STATE ROAD 15	PO BOX 363						
21	CST100003073	20TH CENTURY TRUCK STOP	72025 STATE ROAD 15	PO BOX 363						
22	CST100021169	212 COFFEE SHOPPE	4938 WEST US HIGHWAY 20							
23	CST100021169	212 COFFEE SHOPPE	4938 WEST US HIGHWAY 20							
24	CST100023181	21ST CENTURY DEVELOPERS INC	3027 WOLFE LAKE BOULEVARD							
25	CST100023742	267 ASSOCIATES LLC	6100 WEST 96TH STREET	SUITE 260						
26	CST100023178	2DOWN SOLUTIONS LLC	16851 SOUTHPARK DRIVE	SUITE 100						
27	CST100023178	2DOWN SOLUTIONS LLC	16851 SOUTHPARK DRIVE	SUITE 100						
28	CST100019592	36 OFFICE PARK LLC	117 COMMERCE DRIVE							
29	CST100024740	3600 S 41 LLC	901 WABASH AVENUE	SUITE 300						
30	CST100019433	370 INDIAN BOUNDARY LLC	831 WASHINGTON STREET							